

25X1

~~CONFIDENTIAL~~

12 November 1953

25X1

REPORT FOR THE WEEK OF 9 - 13 NOVEMBER

To: Director of Training

ILLEGIB

From: Management Training Division

Accomplishm

Completed the final, and eighth, group of supervisors in the Logistics Office in the Human Resources Program, - 20 unit and section chiefs

25X1

25X1

It is planned to send a summary report to Mr. Garrison next week. It is planned to conduct at least four follow-up meetings with each of the eight groups of supervisors in IO, - a follow-up meeting approximately every eight weeks for each group.

General

The programs of the Clerical Training Branch are progressing very satisfactorily, - the numbers of students in the various courses are reported each week direct to the Registrar.

To meet the space requirements of the Management Training Division, we are planning the distribution of personnel for classroom and office space in the following areas: (a) all of Wing Eye, Curie Hall, and headhouse space adjacent to Wing Eye that is now occupied by the Clerical Induction Section; (b) all of Wing C, Alcott Hall, and virtually all the headhouse space on the corridor joining Wings A, B, C, and D, except some small storage rooms and the Building Supply Office; (c) Room 105, R&S Building, for three days each week - Monday, Tuesday, and Wednesday - beginning 28 December. If it is generally agreed that all classroom space in Wings A, B, C, and D, Alcott Hall, will be fluid and available for use by anyone, subject to clearance with the Support Staff Office, we believe that the space needs of the Division can be met with the space indicated above.

Plans

It is not planned to initiate further Human Resources training programs until after 15 January, though follow-up meetings with groups of supervisors who have been through the initial phase of the Program will be conducted as their due dates come up.

The opportunity to discuss training in human relations for supervisors with General Cabell next Monday is most happily timed.

cc. to

25X1

25X1

Chief, Management Training Division

25X1